



**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA
DEPUTY CLERK I
VACANCY ANNOUNCEMENT 07-08**

POSITION TITLE: Deputy Clerk I
POSITION TYPE: Regular, Full-time (40 hours per week)
LOCATION: Sioux Falls, SD
JOB GRADE: CL-24, with promotional possibility
SALARY MINIMUM: \$31,673
SALARY MAXIMUM: \$51,475
OPENING DATE: Wednesday, December 12, 2007
CLOSING DATE: Monday, January 21, 2008

DUTIES AND RESPONSIBILITIES

The Clerk's Office of the United States District Court for the District of South Dakota is recruiting for a full-time, permanent, excepted service Deputy Clerk I position in Sioux Falls, South Dakota. The incumbent maintains the official court record through the use of the CM/ECF system from the opening of to final disposition both criminal and civil cases.

REPRESENTATIVE DUTIES

Process all case documents using the CM/ECF system.

Ensure proper distribution of documents.

Answer inquiries concerning case status and scheduled court events.

Answer inquiries from attorneys regarding electronic case filing procedures.

Perform cashier duties as outlined in the internal control manual.

Perform quality control procedures for all documents filed electronically by attorneys.

Perform quality control procedures for all orders filed electronically by judges.

Some travel will be required.

QUALIFICATIONS

To qualify for this position, a person must be a high school graduate, or the equivalent, and have a minimum one year specialized experience equivalent to work at a CL-23 level and two years of general experience. Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semesters of 45 quarter hours) equals 9 months of experience.

General Experience: Progressively responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year

- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years

- Paid sick leave in the amount of 13 days per year

- Retirement benefits

- Optional participation in Thrift Savings Plan

- Optional participation in choice of Federal Employees' Health Benefits

- Optional participation in choice of Federal Employees' Group Life Insurance

- Optional participation in the Flexible Benefits Program

- Optional participation in Long-Term Care Insurance

- Optional participation in private long-term disability plan

- Credit for prior government service towards leave accrual rates and retirement

APPLICATION PROCEDURES

Qualified persons interested in being considered for this position are invited to submit an Application for Judicial Branch Federal Employment (AO-78 application form is available at <http://www.uscourts.gov/>. Click on Library, then on Forms.) and narrative statement. The narrative statement should address the following question.

How do you manage working in a changing environment?

All application materials are to be sent to:

Human Resources Specialist
Deputy Position I
300 South Phillips Avenue, Suite 101
Sioux Falls, South Dakota 57104-6323

or

via e-mail at: human_resources@sdd.uscourts.gov

If your application packet does not provide all information requested, you may lose consideration for this position.

If you have questions, please call Nicole Stadlman at 605-977-8953.

United States District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation/Pretrial Services Officer and Clerk may elect to select a candidate from the original qualified applicant pool.

**U. S. DISTRICT COURT FOR THE DISTRICT OF SOUTH DAKOTA IS AN
EQUAL OPPORTUNITY EMPLOYER**